

Office Memorandum • ~~CONFIDENTIAL~~ UNITED STATES GOVERNMENT

TO : Director of Training
THROUGH: Deputy Director of Training
FROM : Registrar/TR

DATE: 15 October 1959

SUBJECT: Weekly Activity Report No. 39
7 October - 13 October 1959

I. SIGNIFICANT ITEMS:

None

II. OTHER ITEMS:

1. My visit with Bud Russ, Executive Officer at The National War College, was an excellent one. He had been given a very thorough briefing by General John Keating before the latter's departure, on my conversation with Russ' predecessor about the Agency's need for three slots. Other developments:

a. Russ recommended a simple solution to the request from Lt. General Harrold about assignment instructions on 4 March for all 1960 students. I've informed DDTR.

b. The National War College is taking all students on a visit to Sandia, Cape Canaveral and Norfolk on 1 - 7 November. We of course will write orders and pay for our people.

c. The spring trip overseas has been stepped up to take place in mid-March instead of May.

d. I'm now in possession of very recent issues of the Catalog, Administrative Instructions and a Staffing chart, which includes duty statements of this year's staff.

2. Arrangements have been essentially completed for the next running of the Training Officer Orientation program, 20 - 22 October. School and Staffs have shown their customary willingness to contribute to the program with the result that trainees should achieve a fairly full and sound conception of the make-up and operations of OTR as a whole.

25 YEAR RE-REVIEW

~~CONFIDENTIAL~~
~~SECRET~~

SECRET

SUBJECT: Weekly Activity Report No. 39
7 October - 13 October 1959

25X1

3. [] OS Training Officer, has advised us informally that his Office Chief would like to know the total numbers and proportion of eligible employees who attended the Security Reindoctrination program which, after an active life of about 18 months, was officially terminated last June. It seems that Col. Edwards is already tinkering with the idea of resuming the security reindoctrination lectures - both to pick up any older employees who were missed under the original Program, and, possibly, a larger population through requiring attendance by all employees who have been with the Agency one year or longer. In the past, the eligibility requirement was set at two or more years of Agency service. It is our strong feeling that if the Security Reindoctrination Program is resumed on a broad basis any time soon, some more economical and practical arrangement than was followed in the past be made for identifying eligible participants, regulating attendance, and maintaining records. While the Registrar Staff might still render substantial general assistance in obtaining master rosters and organizing schedules, it is believed that the control of attendance can be handled more effectively if the OS Training Officer deals directly with his counterpart in all other Headquarters components.

DDS 4. We have obtained the details from CONARC as to procedures for requesting spaces on a continuing basis in each of the Fort Belvoir Management Courses, and the letter of request is in preparation for DTR's signature. Pending formal reply to the problems posed by such a request, for quotas were allocated many months ago, we have been assured high priority on picking up spaces by way of cancellations.

5. Quite a bit of interest is being expressed in the two week Middle Management Institute, scheduled to be held 11 - 22 January 1960, and conducted under the auspices of the Civil Service Commission.

A call to CSC revealed that they will accept all nominations from agencies and advise each agency of the test results two weeks after the written examination in November. We plan to forward the names of all Agency applicants who are willing to be tested.

Last year they (CSC) received 549 applications for this program, and were able to accommodate 250. The 250 will be the maximum for this year's class also, including those who are participating in the Management Intern Program.

SECRET

SECRET

SUBJECT: Weekly Activity Report No. 39
7 October - 13 October 1959

6. We are making considerable progress in bringing OTR Regulations up to date, since being assigned this responsibility a few weeks ago. Five out-dated regulations have been wiped off the books and we are well along in revising these in the order listed, prior to coordination:

[redacted] dealing with OTR Publications

[redacted] Mission and Functions of OTR

[redacted] Delegations of Responsibility within OTR.

Meanwhile, [redacted] has prepared an initial draft of a new one, temporarily identified as [redacted], Orientation of New OTR Instructors, and we are putting some meat on the bones of a Guide for Training Officers. I want to work closely with [redacted] on his proposed Instructor Guide so that these two handbooks will supplement each other for the OTR instructor, without unnecessary duplication.

7. I can't ask for better support and information on developments than I am receiving now from [redacted] since he has taken a personal interest in the [redacted] case. Meanwhile, I've caught [redacted] from time to time recapturing some dormant typing skills pending [redacted] arrival.

8. At the request of [redacted] the Information Branch prepared a composite report on foreign language training, FY 59, in which were shown numbers of student completions and courses in internal directed voluntary study, completions in external directed both domestic and overseas, under OTR sponsorship, and a breakdown of the student composition according to components. The levels of instruction in all internal training were also shown. The companion of this report was the information on language awards compiled by Norma for R/TR's meeting with the I.G., Mr. Kirkpatrick.

9. [redacted] sent over the bill of amendment to the Foreign Service Act of 1946 - the item that, at DTR's direction, is to be extracted for publication in the November - December Bulletin. [redacted] also submitted a piece, "Language and Intelligence".

10. [redacted] will enter Georgetown Hospital on Monday, October 19 to begin a series of tests in advance of thyroid surgery to be done on Thursday the 22nd.

SECRET

SECRET

SUBJECT: Weekly Activity Report No. 39
7 October - 13 October 1959

25X1

25X1
25X1

11. [] is on emergency three-day leave to be with her fiance, [] whose mother was in an automobile accident on Tuesday the 13th. [] will also be on leave for eight days, beginning 22 October. Her marriage to [] will take place on Saturday, 24 October, in []

25X1
25X1

25X1

12. I'm unaware of how many man-hours was spent in A & E on verifying and disseminating training evaluations, but [] is absorbing all that work now, while her two clerks are adding on the chores incident to the new request form. It takes a high degree of efficiency and good health for this three-person section to meet all their weekly deadlines and keep accurate.

DDS

13. During the week 7 October - 13 October 1959, there were 1,012 persons enrolled in OTR conducted training:

371 enrolled in 54 classes (9 languages) voluntary
207 enrolled in 42 classes (14 languages) internal
208 enrolled in 9 Intelligence School courses
64 enrolled in 5 Operations School courses
46 from other Government agencies (39 in USEFUL)
22 Dependents
79 Junior Officer Trainees
15 Reserve Officers

25X1

SECRET